

# Update Notice # 1

July 1989

## **WPS-PLUS/VMS Editor Functions**

AD-W855D-T1

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### **NEW AND CHANGED INFORMATION**

This update contains changes and additions made to the *WPS-PLUS/VMS Editor Functions* for Version 3.0.

### **INSTRUCTIONS**

Place the enclosed pages in the *WPS-PLUS/VMS Editor Functions* Version 3.0 as replacements for or additions to current pages.

#### **Old Page**

Title Page/Copyright  
Contents (iii-xii)  
Chapter 19  
Index  
Reader's Comments/Mailers

#### **New Page**

Title Page/Copyright  
Contents (iii-xii)  
Chapter 19  
Index  
Reader's Comments/Mailers

18 June 1961

Dear Mr. [illegible]

I am sorry that I cannot

reply to you more

quickly but I have been very busy

with other matters.

Very truly yours,

[illegible signature]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

## **WPS-PLUS/VMS Editor Functions**

Order Number: AA-W855D-TE  
Including AD-W855D-T1

July 1989

**Operating System and Version:** WPS-PLUS/VMS Version 3.1

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ZK5266

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## Paragraph Numbers, Tables of Contents and Authorities, and Indexes

This chapter explains how to:

- Number paragraphs or section headings in a document
- Produce a table of contents
- Produce an index
- Produce a table of authorities

Before you run paragraph numbering, you must insert commands in your document telling WPS-PLUS how to number your paragraphs or section headings. When you run paragraph numbering, WPS-PLUS produces a separate output document and numbers the paragraphs or section headings in one of the following styles:

- Numeric (1, 1.1, 1.2)
- Alphabetic (A, B, a, b)
- Roman (I, II, i, ii)

You can also combine these styles within one document.

As WPS-PLUS numbers your paragraphs, it can produce a second output document containing a table of contents, index, and/or table of authorities. WPS-PLUS numbers the table of contents in the same style you select for your headings or paragraphs.

Running paragraph numbering does not change the contents of the original document.

### Level Numbers for Headings and Paragraphs

To number a heading or paragraph, you insert one or more commands before that heading or paragraph in your document. After all commands are inserted, you select the Paragraph Numbering (PN) option at the Word and Document Processing menu. WPS-PLUS converts your formatting commands to the numbers and style you have chosen.

The only formatting command you must include before a heading or paragraph is the level number. Level numbers, which you enclose in brackets ([ ]) or another delimiter that you specify, tell WPS-PLUS the logical arrangement of your document. You can use up to nine levels when numbering headings or paragraphs.

**NOTE:** *When you use paragraph numbering, do not enclose any text in brackets (or another delimiter that you specify). Use the delimiters only for paragraph numbering commands. If you must enclose text within the delimiters, place this text in a Two-Dimensional Editor diagram.*

**NOTE:** *If you are using DECpage to print your document, you must use brackets as the delimiter.*

Here is a simple series of numbering commands. Assume that you are using brackets as the delimiter:

[1]Strategy

Our strategy for this product . . .

[2]Product Requirements



The requirements have been supplemented by . . .

[2]Management

Product management believes we should include . . .

If you use the Decimal outline style with Arabic numerals and allow four spaces for the paragraph number, these commands produce the following numbered headings after you run paragraph numbering:

1. Strategy

Our strategy for this product . . .

1.1 Product Requirements

The requirements have been supplemented by . . .

1.2 Management

Product management believes we should include . . .

Before you write each heading or paragraph:

- 1 Decide what level it should occupy in relation to the other headings or paragraphs in the document.

- 2 Type the level number within brackets, or another delimiter that you specify.

You specify the delimiter you want before you run paragraph numbering. See the section in this chapter on Running Paragraph Numbering.

- 3 Leave no spaces between the closing delimiter and the text. You can control the number of Spaces with the Spaces to allow for paragraph numbering setting on the Numbering Style Settings for Table Number form. Any spaces between the closing delimiter and text will appear in the output document and the table of contents, if you produce one.

Set the Spaces to allow for paragraph numbering setting to 0 if you want to insert your own spacing between paragraph numbers and the text that follows. The spaces you insert in your document will appear in the output



document and table of contents. If you want to indent paragraph numbers, insert spaces before each level number.

If you produce a table of contents or table of authorities, each heading or paragraph must have a right margin of at least 79. See the section in this chapter on Producing a Table of Contents.

*NOTE: Commands in the Two-Dimensional Editor or control blocks do not affect paragraph numbering.*

After you include the level commands, you can process the document. Under special circumstances, you might want to use additional paragraph numbering commands. See the section in this chapter on Additional Paragraph Numbering Commands.

## Changing Style Settings

Before you run paragraph numbering, you must include at least the level commands in your document. See the section in this chapter on Level Numbers for Headings and Paragraphs.

Also, you should check the style settings WPS-PLUS uses in numbering your headings or paragraphs. To check these style settings:

- 1 Enter **PN** at the Word and Document Processing menu.  
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Press **NEXT SCREEN**.  
The Numbering Style Settings for Table Number form appears, with the cursor on the Define Settings for table number field.  
This field and other fields on this form are described in the sections which follow.
- 3 Press **RETURN** to display the current settings for the table number shown.
- 4 Move the cursor to the settings you want to change using **TAB** and **PREV FIELD**, or **UP ARROW** and **DOWN ARROW**.

- 5 Change the settings as necessary.

When you have finished changing the settings, press RETURN twice to save the settings

OR

Press EXIT to restore the original settings.

See the following sections for information on changing settings.

- 6 When you have finished changing all style settings, press EXIT to return to the Paragraph Numbering, Tables, and Indexing form.

The following sections describe the style settings you can change. See the section in this chapter on Paragraph Numbering Examples to see how the style settings change the output document.

If you change any style settings, these settings become your default settings. Each document will be processed according to these settings until you change them again.

## Define Settings for Table Number

The Define settings for table number setting lets you specify which table of contents you want to produce with the settings on the form. If you are producing more than one table of contents, you can identify each one with a number, 1 through 9, and specify different style settings for each table. For more information, see the section in this chapter on Producing a Table of Contents.

If you are running paragraph numbering but not producing a table of contents, enter 1 in this field, then press RETURN to display the settings for table 1.

## Starting Paragraph Number

By default, WPS-PLUS begins numbering headings and paragraphs with the number 1. In other words, the first time you insert the command [1] in a document, WPS-PLUS numbers this heading or paragraph 1. If you want



to begin numbering headings and paragraphs with a different number (for example, the number 5), change the Starting paragraph number setting to 5.

If you use letters rather than numbers for paragraph numbering, use the Starting paragraph number that corresponds to the letter in the alphabet. For example, 5 corresponds to E, 16 to P, and so on.

Remember that the Starting paragraph number setting determines only the *first* number in a heading or paragraph. For example, you might insert these commands for the first three headings of your document:

[1]BACKGROUND

[2]Sources of Information

[3]Marketing

If you are numbering headings or paragraphs consecutively throughout several documents, you might change the Starting paragraph number setting to 5 and use the Decimal outline style. The output document prints this way:

5. BACKGROUND

5.1 Sources of Information

5.1.1 Marketing

The number 5 continues to be the starting paragraph number until WPS-PLUS reads a new [1] command, which it converts to the number 6.

Paragraphs and headings are numbered in order unless you change or reset the numbering sequence. For more information on resetting paragraph numbers, see the section in this chapter on Reset Paragraph Number.

### Spaces to Allow for Paragraph Number

The Spaces to allow for paragraph number setting allows you to control the amount of space WPS-PLUS allows for level numbers to print in a document. You might want less space between level numbers and the text



(if you are using only one or two levels) or more space between level numbers and the text (if you are using four or more levels).

For example, if your document uses only two level numbers and you use 8 for the spaces to allow for paragraph number setting, a level 2 heading might appear this way in your output document:

1.3      Other Findings

By changing the Spaces to allow for paragraph number setting to 5, you can change the heading in the output document to:

1.3    Other Findings

If you add other level numbers later, remember to increase this setting as necessary. If the setting is not high enough for the largest paragraph number in your document, paragraph numbering stops and you receive an error message.

Set the Spaces to allow for paragraph number setting to 0 if you want the text to print immediately after the level number, or if you want to control the spacing yourself by inserting spaces between each level number and the heading or paragraph that follows.

## Outline Style

WPS-PLUS gives you a choice of two outline styles:

- Office
- Decimal

When you use Office style, WPS-PLUS numbers a heading or paragraph with one number or letter only – the number or letter you assign to that level. For example, if you include a level 4 command in your document:

[4]Miscellaneous

you receive this output (assume this is the first level 4 command in your document):

1.           Miscellaneous

When you use Decimal style, WPS-PLUS numbers a heading or paragraph with the complete range of level numbers, with levels separated by decimal points. In the previous example, the output document might appear as:

1.3.1.1 Miscellaneous

Level numbers can also be indicated by letters or Roman numerals, either uppercase or lowercase. For more information on level style settings, see the next section in this chapter on Level Style Settings.

### Level Style Settings

By default, WPS-PLUS uses numerals (1,2,3,4...) for numbering headings and paragraphs. However, you can assign a different number or character to each heading or paragraph level. The choices for each level are:

- N or n (Numeric — 1,2,3,4...)
- A (Uppercase alphabetic — A,B,C,D...)
- a (Lowercase alphabetic — a,b,c,d...)
- R (Uppercase Roman — I,II,III,IV...)
- r (Lowercase Roman — i,ii,iii,iv...)

Change each level style setting as necessary. You need to change only the settings that correspond to the heading or paragraph levels in your document. You can ignore the other level settings.

## Paragraph Numbering Examples

This example shows a document with paragraph numbering commands inserted before headings, with brackets as the delimiter:

[1]ENROLLMENT

[2]Fall Semester

[3]Proposed

[3]Actual

[2]Spring Semester

[3]Proposed

[3]Actual

[1]STAFFING

[2]Faculty

[2]Clerical

Now set the Numbering Style Settings for Table number form to the following settings:

Define settings for table number : 1  
Starting paragraph number : 1  
Spaces to allow for paragraph number : 8  
Outline style : DECIMAL

Level 1: R	Level 4: N	Level 7: N
Level 2: A	Level 5: N	Level 8: N
Level 3: N	Level 6: N	Level 9: N

N = Arabic numerals (1,2,3..)      n = Arabic numerals (1,2,3..)  
A = Uppercase alphabetic (A,B,C..)      a = Lowercase alphabetic (a,b,c..)  
R = Uppercase Roman (I,II,III..)      r = Lowercase Roman (i,ii,iii..)



These settings produce the following output:

- I. ENROLLMENT
  - I.A Fall Semester
    - I.A.1 Proposed
    - I.A.2 Actual
  - I.B Spring Semester
    - I.B.1 Proposed
    - I.B.2 Actual
- II. STAFFING
  - II.A Faculty
  - II.B Clerical

If you change the outline style to OFFICE, the Spaces to allow for paragraph numbering to 4, and the Level 3 setting to a, you get the following output:

- I. ENROLLMENT
  - A. Fall Semester
    - a. Proposed
    - b. Actual
  - B. Spring Semester
    - a. Proposed
    - b. Actual
- II. STAFFING
  - A. Faculty
  - B. Clerical

## Running Paragraph Numbering (PN)

After you have inserted level commands in your document and changed the style settings as necessary, you can run paragraph numbering. You can also produce a table of contents, index, and/or table of authorities. For more information, see the sections in this chapter on Producing a Table of Contents, Producing an Index, and Producing a Table of Authorities.

To run paragraph numbering without producing a table of contents:

- 1 Enter **PN** at the Word and Document Processing menu.  
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Enter a title for your output document. You can also change the folder name if you want.
- 3 If you want to change any style settings, press NEXT SCREEN. For more information, see the section in this chapter on Changing Style Settings.
- 4 Enter **N** where you are asked if you want to produce a table of contents, index, and/or table of authorities.
- 5 Enter the delimiters you used to enclose your paragraph numbering commands. The left and right brackets are the default delimiters, but you can use any single characters on your keyboard.
- 6 Press RETURN.

WPS-PLUS creates a new output document and runs paragraph numbering.

You can now read, edit, or print the output document to see the paragraph numbers.

## Producing a Table of Contents

WPS-PLUS uses the paragraph numbering commands you insert in your document to produce a table of contents. You can also include index commands or table of authorities commands in the same document. You then run paragraph numbering to produce both an output document and a



separate document containing a table of contents, index, and/or table of authorities.

You can produce up to nine separate tables of contents and identify them by number, 1 through 9. If you are producing *more than one* table of contents, you should add two commands to the paragraph numbering commands in your document:

- Table identifier. The identifier for a table of contents is either T (which prints the level number in the table of contents) or t (which omits the level number in the table of contents). This identifier is required for each table of contents entry.
- Table number. A number 1 through 9, to specify which table of contents should contain the entry. This number is optional and is used only if you are producing more than one table of contents.

These commands should appear *before* any paragraph numbering commands in the same string. (For more information on other paragraph numbering commands, see the section in this chapter on Additional Paragraph Numbering Commands.) The commands should appear in the following format, assuming that you are using the left and right brackets as your delimiters:

```
[Table identifierTable number.Level number]
```

Example:

```
[T2.1]Marketing Prospects in European Countries
```

When you run paragraph numbering and produce a table of contents, this entry will appear in your second table of contents as a level-one heading. For example:

Tables of Contents

Table of Contents Number 2

1. Marketing Prospects in European Countries . . . . . 7

If you do not want the level number (in this example, 1.) to appear in the table of contents, use t instead of T as the table identifier in the document.



**NOTE:** *For the table of contents to print correctly, each numbered heading in the document must have a right margin of at least 79. If you are using rulers in your document with right margins of less than 79, check that the ruler preceding each numbered heading has a right margin of 79 or more.*

**NOTE:** *If you are using DECpage to print your document, a heading preceded by a lowercase t will not appear in the table of contents.*

Before you can run paragraph numbering and produce a table of contents, you must first paginate your document by using Automatic GOLD PAGE, GOLD NEW PAGE, or GOLD PAGE. WPS-PLUS uses the NEW PAGE marks or PAGE MARKERS to number the pages correctly in the table of contents. For information on these functions, see the chapter in this guide on paginating a document.

**NOTE:** *If you edit the document so that the page breaks change, you must repaginate so the table of contents will be accurate.*

In the output document for your table of contents, successive levels of headers are each indented by one space. For example, a header level 1 is indented by one space, a header level 2, two spaces, and so on. If you want to change the amount of indentation, you must indent your numbered headings within the document containing the heading commands.

To run paragraph numbering and produce a table of contents:

- 1 Enter **PN** at the Word and Document Processing menu.  
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Enter a title for your output document. You can also change the folder name if you want.
- 3 If you want to change the setting for one or more tables of contents, press **NEXT SCREEN**.

At the Define settings for table number field, enter a number 1 through 9 to identify one of the tables of contents you are producing. You can then specify the format of that table of contents by changing the style settings on the form, then pressing **RETURN** twice. Repeat this procedure for each table of contents you are producing. When you have finished changing all style settings,

press EXIT to return to the Paragraph Numbering, Tables, and Indexing form.

- 4 Enter **Y** where you are asked if you want to produce a table of contents.
  - 5 Enter the delimiters you used to enclose your paragraph numbering commands (for example, [ and ]).
  - 6 Press RETURN.
- The Creating Tables and/or Index form appears.
- 7 Enter document information to identify the table of contents document.
  - 8 Press RETURN.

WPS-PLUS runs paragraph numbering and produces two new documents – an output document with numbered paragraphs, and a table of contents document.

**NOTE:** *If you include commands for more than one table of contents, your table of contents document will contain all the tables of contents you have specified, and your numbered document will contain duplicate headings. Edit these documents to produce the results you want.*

## Producing an Index

You produce an index by first inserting index commands in your document. You can also include commands for paragraph numbers, tables of contents, and tables of authorities in the same document. You then run paragraph numbering to produce both an output document and a separate document containing an index, table of contents, and/or table of authorities.

You can produce up to nine separate indexes and identify them by number, 1 through 9.



To insert an index command in your document, you use these commands:

- **Index identifier.** The identifier for an index is either **I** (for entries you want printed in both the index and the output document) or **i** (for entries you want printed in the index but not in the output document). This identifier is required for each index entry.
- **Index number.** A number 1 through 9, to specify which index should contain the entry. This number is optional and is used only if you are producing more than one index.
- **Text.** The primary text string that should appear in the index.
- **Secondary text.** The secondary text string that should appear in the index (optional).

**NOTE:** *After you run paragraph numbering, secondary index entries appear only in the index, not in the output document, whether you mark them with **I** or **i**.*

The commands should appear in the following format, assuming that you are using the left and right brackets as your delimiters:

```
[Index identifierIndex number.Text[secondary text]]
```

For example, you can mark index entries within the document text:

```
[I.Marketing] Prospects in [I.European countries] look  
especially good. With our new automatic [I.translation]  
program, we have cut down on the time needed to deliver  
our products to our European customers.
```



When you run paragraph numbering and produce an index, the index entries you marked remain in the output document, without the index commands. The entries (which are on page 34) appear this way in the index:

### Indices

#### Index Number 1

European countries

34

Marketing

34

translation

34

If you do not want certain index entries to appear in the output document, indicate them with an *i* instead of an *I*. For example, you might add the following index entries after the paragraph above:

```
[i.Foreign countries[time to market]][i.Future Prospects]
```

When you add index entries that will not appear in the output document, be sure that you put them immediately after the paragraph, without inserting any extra carriage returns, lines, or spaces.

When you run paragraph numbering and produce an index, these entries will appear in the index, but not in the output document.

**NOTE:** *If you use an i to mark index entries within paragraphs or footnotes, you must rewrap those paragraphs or footnotes in the output document before you print it.*

Before you can run paragraph numbering and produce an index, you must first paginate your document by using Automatic GOLD PAGE, GOLD NEW PAGE, or GOLD PAGE. WPS-PLUS uses the NEW PAGE marks or PAGE MARKERS to number the pages correctly in the index. For information on these functions, see the chapter in this guide on paginating a document.

**NOTE:** *If you edit the document so that the page breaks change, you must repaginate so the index will be accurate.*

To run paragraph numbering and produce an index:

- 1 Enter **PN** at the Word and Document Processing menu.

The Paragraph Numbering, Tables, and Indexing form appears.

- 2 Enter a title for your output document. You can also change the folder name if you want.

- 3 If you want to change style settings for paragraph numbers in your output document or table(s) of contents, press **NEXT SCREEN**.

Make the necessary changes. When you have finished changing all style settings, press **EXIT** to return to the Paragraph Numbering, Tables, and Indexing form.

Changes you make to style settings will not affect the format of your index.

- 4 Enter **Y** where you are asked if you want to produce an index.

- 5 Enter the delimiters you used to enclose your index commands (for example, [ and ]).

- 6 Press **RETURN**.

The Creating Tables and/or Index form appears.

- 7 Enter document information to identify the index document.

- 8 Press **RETURN**.

WPS-PLUS runs paragraph numbering and produces two new documents – a document with numbered paragraphs (if you have included paragraph numbering commands) and an index.

## Producing a Table of Authorities

A table of authorities is an alphabetical index of citations, sources, or other references in your document. For example, a table of authorities might list court cases that are cited in a legal document.

You produce a table of authorities by first inserting commands in your document. You can also include commands for paragraph numbers, tables of contents, and indexes in the same document. You then run paragraph



numbering to produce both an output document and a separate document containing a table of authorities, table of contents, and/or an index.

You can produce up to nine separate tables of authorities and identify them by number, 1 through 9.

To insert a table of authorities command in your document, you use these commands:

- Table of authorities identifier. The identifier for a table of authorities is either L (for entries you want printed in both the table of authorities and the output document) or l (for entries you want printed in the table of authorities but not in the output document). This identifier is required for each table of authorities entry.
- Table of authorities number. A number 1 through 9, to specify which table of authorities should contain the entry. This number is optional and is used only if you are producing more than one table of authorities.
- Text. The primary text string that should appear in the table of authorities.
- Secondary text. The secondary text string that should appear in the table of authorities (optional).

*NOTE: After you run paragraph numbering, secondary entries appear only in the table of authorities, not in the output document, whether you mark them with L or l.*

The commands should appear in the following format, assuming that you are using the left and right brackets as your delimiters:

```
[Table of authorities identifierTable of authorities number.Text  
[secondary text]]
```

For example, you can mark table of authorities entries within the document text:

```
[L2.Markey v. Ross] and [L2.Noel v. Roxanne] correctly state the  
theory of "reasonably Probable" causes. The more recent decision of  
[L2.Johnston v. Harris] has reaffirmed this rule.
```

When you run paragraph numbering and produce a table of authorities, the entries you marked remain in the output document, without the table of authorities commands. The entries (which are on page 56) appear this way in the table of authorities:

### Tables of Authorities

#### Table of Authority Number 2

Johnston v. Harris . . . . .	56
Markey v. Ross . . . . .	56
Noel v. Roxanne . . . . .	56

If you do not want certain table of authorities entries to appear in the output document, indicate them with an l instead of an L. For example, you might add the following entries after the paragraph above:

```
[l2.Probable causes[recent decisions]][l2.Reasonably Probable causes]
```

When you add index entries that will not appear in the output document, be sure that you put them immediately after the paragraph, without inserting any extra carriage returns, lines, or spaces.

When you run paragraph numbering and produce a table of authorities, these entries will appear in the table of authorities, but not in the output document.

**NOTE:** *If you use an l to mark table of authorities entries within paragraphs or footnotes, you must rewrap those paragraphs or footnotes in the output document before you print it.*

Before you can run paragraph numbering and produce a table of authorities, you must first paginate your document by using Automatic GOLD PAGE, GOLD NEW PAGE, or GOLD PAGE. WPS-PLUS uses the NEW PAGE marks or PAGE MARKERs to number the pages correctly in the table of authorities. For information on these functions, see the chapter in this guide on paginating a document.

**NOTE:** *If you edit the document so that the page breaks change, you must repaginate so the table of authorities will be accurate.*



To run paragraph numbering and produce a table of authorities:

- 1 Enter **PN** at the Word and Document Processing menu.  
The Paragraph Numbering, Tables, and Indexing form appears.
- 2 Enter a title for your output document. You can also change the folder name if you want.
- 3 If you want to change style settings for paragraph numbers in your output document or table(s) of contents, press **NEXT SCREEN**.

Make the necessary changes. When you have finished changing all style settings, press **EXIT** to return to the Paragraph Numbering, Tables, and Indexing form.

Changes you make to style settings will not affect the format of your table of authorities.

When you have finished changing all style settings, press **EXIT** to return to the Paragraph Numbering, Tables, and Indexing form.

- 4 Enter **Y** where you are asked if you want to produce a table of authorities.
- 5 Enter the delimiters you used to enclose your table of authorities commands (for example, [ and ]).
- 6 Press **RETURN**.

The Creating Tables and/or Index form appears.

- 7 Enter document information to identify the table of authorities document.
- 8 Press **RETURN**.

WPS-PLUS runs paragraph numbering and produces two new documents – a document with numbered paragraphs (if you have included paragraph numbering commands) and a table of authorities.

## Additional Paragraph Numbering Commands

In addition to the level commands, you can include the following paragraph numbering commands in your document:

- Outline style
- Level style setting
- Reset paragraph number
- Spaces to allow for paragraph number

Generally you should control these settings at the Numbering Style Settings for Table Number form. (See the section in this chapter on Changing Style Settings.) However, if you must make style changes within a document, you can change the settings within the document. The changes you make stay in effect until you change them again in the document. All changes you make in the document override the settings on the Numbering Style Settings form *for that document only*.

Here is a sample format string using all the optional commands:

```
[O1.A.3.4]text
```

where

O = Office style

1 = Level number

A = Uppercase alphabetic style

3 = Reset paragraph number to 3

4 = Spaces to allow for paragraph number

text = heading or paragraph

You need to include only the level command in any string; all other commands are optional. The commands you do include must appear in the following order (optional commands appear in angle brackets):

```
[<Outline style>Level number.<Level style setting>.<Reset paragraph number>.<Spaces to allow for paragraph number>]
```



Note the decimal points in the example. If you omit any optional commands in a command string, you must insert the required number of decimal points that come between two commands. You do not need to insert decimal points between the last optional command and the closing delimiter. For example, the command [5...10] changes the spaces to allow for a level-five heading or paragraph number to 10 spaces.

If you have commands for more than one table of contents, you can change the setting for one table without affecting the others. In that case, the table identifier goes to the left of the other paragraph numbering commands, separated from them by a period (.).

For example:

```
[T2.01.A.3.4]text
```

### Outline Style

To change the outline style for a heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
- 2 Type a left bracket ([]) or other delimiter.
- 3 Type **O** (Office style) or **D** (Decimal style).
- 4 Type the level command.
- 5 Type a decimal point, followed by other optional commands.

OR

Type a right bracket (]) or other delimiter if this is the only command you want to change.

- 6 Type the heading or paragraph.

Example:

```
[D2]Classified Information
```

This changes the level-two heading to Decimal style, so it might print as:

3.2 Classified Information

For more information on Office and Decimal styles, see the section earlier in this chapter on Outline Style.

## Level Style Settings

To change the level style setting for a heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
- 2 Type a left bracket ([) or other delimiter.
- 3 Type the outline style command (optional).
- 4 Type the level command.
- 5 Type a decimal point.
- 6 Type one of the following letters:
  - **N** (Numeric — default)
  - **A** (Uppercase alphabetic — A,B,C,D...)
  - **a** (Lowercase alphabetic — a,b,c,d...)
  - **R** (Uppercase Roman — I,II,III,IV...)
  - **r** (Lowercase Roman — i,ii,iii,iv...)
- 7 Type a decimal point, followed by other optional commands.

OR

Type a right bracket (]) or other delimiter if this is the last command you want to change.

- 8 Type the heading or paragraph.

Example:

[1.R]CONCLUSIONS



This changes the level-one heading to Uppercase Roman style, so it might print as:

III. CONCLUSIONS

For more information on level style settings, see the section earlier in this chapter on Level Style Settings.

## Reset Paragraph Number

By default, WPS-PLUS numbers headings or paragraphs consecutively. For example, the fifth time a [1] command appears in a document, WPS-PLUS numbers it 5. However, you can reset this number for a particular heading or paragraph.

To reset the paragraph number for a heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
- 2 Type a left bracket ([) or other delimiter.
- 3 Type the outline style command (optional).
- 4 Type the level command.
- 5 Type a decimal point.
- 6 Type the level style setting you want (optional).
- 7 Type a decimal point.
- 8 Type the paragraph number you want to reset to.
- 9 Type a decimal point, followed by another optional command.

OR

Type a right bracket (]) or other delimiter if this is the last command you want to change.

- 10 Type the heading or paragraph.

Example:

[2..6]Secondary Requirements

This means that the second number of this level-two heading will print as the number 6. For example:

**1.6 Secondary Requirements**

## **Spaces to Allow for Paragraph Number**

To reset the spaces to allow for paragraph number for a heading or paragraph:

- 1 Place the cursor before the heading or paragraph you want to number.
- 2 Type a left bracket ([) or other delimiter.
- 3 Type the outline style command (optional).
- 4 Type the level command.
- 5 Type a decimal point.
- 6 Type the level style setting you want (optional).
- 7 Type a decimal point.
- 8 Type the level number you want to reset to (optional).
- 9 Type a decimal point.
- 10 Type the number of spaces to allow for paragraph number.
- 11 Type a right bracket (]) or other delimiter.
- 12 Type the heading or paragraph.

**Example:**

**[4...8]Car Manufacturers**

This means that you are allowing 8 spaces for this level-four heading to print before the text of the header or paragraph.

**6.12.1.2 Car Manufacturers**



**For more information on the Spaces to allow for paragraph number setting, see the section earlier in this chapter on Spaces to Allow for Paragraph Number.**

---

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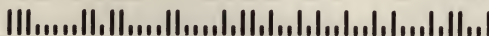
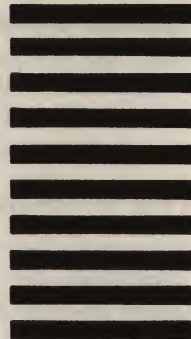
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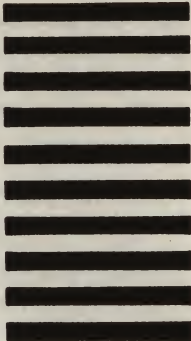


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